

Personnel—General

Enlisted Promotions and Reductions

**Headquarters
Department of the Army
Washington, DC
25 January 2005**

UNCLASSIFIED

SUMMARY of CHANGE

AR 600-8-19

Enlisted Promotions and Reductions

This rapid action revision, dated 25 January 2005--

- o Clarifies and expands upon the title, commander (glossary, sect II).
- o Changes the date of this regulation.

This revision, dated 20 January 2004--

- o Clarifies automatic promotions to grades of private E-2, private first class, and specialist (para 1-8c).
- o Allows privates first class to be promoted by their promotion authority (para 1-10).
- o Rescinds the service remaining requirement for soldiers promoted to sergeant (para 1-10g).
- o Corrects spelling and makes administrative changes throughout.
- o Deletes second sentence of para 1-10l.
- o Clarifies status of soldiers enrolled in the Army Substance Abuse Program (para 1-10n).
- o Changes the title of para 1-11.
- o Clarifies promotion of soldiers who were flagged when the flag was closed favorably (para 1-11a).
- o Changes the acronym ADAPCP to ASAP (para 1-11c).
- o Clarifies that basic active service date is used to determine time in service (para 1-14).
- o Includes privates first class and specialists in the commander's recommendation (para 1-22d(4)).
- o Changes the title of the report AAA-17 to Enlisted Advancement Report (para 2-3).
- o Clarifies the date the denial of promotion should be prepared (para 2-3d).
- o Rescinds para 2-3i(3)(a).
- o Changes filing of DA Form 4187 (Personnel Action) from the Military Personnel Records Jacket, U.S. Army) to local files (para 2-3j(3)).

- o Deletes para 2-3.1.
- o Deletes para 2-4.1.
- o Directs production of the recommended list monthly by the battalion S1 (para 3-2a(1)(b)).
- o Rescinds para 3-5.
- o Authorizes DD Form 214 (Certificate of Release or Discharge from Active Duty) as a source document for awarding promotion points (para 3-6a(5)).
- o Adds para allowing the office in charge, promotions work center, to obtain additional information on promotion points (para 3-6c).
- o Clarifies promotion procedures for Special Forces soldiers (para 3-7a).
- o Allows for promotion on the first day of the next month for qualified soldiers who have completed training phases and award of a new military occupational specialty in the special military occupational specialty alignment program (para 3-7d).
- o Changes AAA-294 to Unit Enlisted Promotion Report (para 3-12a).
- o Clarifies membership of a promotion board (para 3-16e(1)).
- o Specifies that a new DA Form 3355 (Promotion Point Worksheet) will be prepared for total evaluations (para 3-20d(1)).
- o Clarifies removal from promotion list for soldiers who do not complete required NCOES course (para 3-31b(13)).
- o Section X, chapter 3, is rescinded in its entirety.
- o Changes the way promotion points are awarded for military education (para 3-51).
- o Changes Campaign Star (Battle Star) to Campaign Service Star (para 3-50b(18)).
- o Changes the way promotion points are awarded for civilian education (para 3-52).
- o Clarifies criteria for soldiers barred from reenlistment (para 4-2a(5)).
- o Clarifies removal of soldiers to complete the U.S. Army Sergeant Major Course (para 4-2e).
- o Puts onus on soldiers to review and verify the enlisted record brief (para 4-10b).
- o Instructs promotion work centers to post appropriate files with promotion data (para 4-13 and table 4-2, step 14).

- o Clarifies when a reduction board will be convened (para 7-3c).

This revision dated 2 May 2003--

- o Authorizes first line leaders to counsel soldiers on matters relating to promotions (para 1-26).
- o Establishes new rules and procedures for conditional promotions (para 1-27).
- o Changes time in service requirement for promotion to specialist from 26 to 24 months (para 2-3).
- o Provides for advancement up to 3 percent of private E-1s in advanced individual training units (para 2-3).
- o Makes it mandatory for the soldier to be notified in writing, by the personnel services battalion, of the need to verify challenged point (para 3-3).
- o Authorize use of Enlisted Records Brief as a source document for awarding promotion points (para 3-9).
- o Changes the description of reason code P (table 3-1).
- o Rescinds paragraph 3-14f.
- o Clarifies the process of awarding promotion points based on an administrative reevaluation (para 3-20).
- o Establishes the possibility of reevaluations resulting in retroactive promotions (para 3-22).
- o Rescinds paragraph 3-26.
- o Adds paragraph 3-37i.
- o Deletes the 6 month service requirement for promotion to sergeant (para 3-39).
- o Adds to weapons qualification chart (table 3-20).
- o Changes the number of points awarded for Basic Noncommissioned Officers' Course completion to 40 (para 3-51).
- o Deletes figures 3-7 and 3-8.
- o Includes usage changes throughout for the terms DCS, G-1; calendar day; and duty day.
- o Updates the summary of change page, the supersession, and appendix A.
- o Supersedes MILPER Messages 02-160 and 03-029.

This revision dated 15 April 2003-

- o Adds information on promotion authority for provisional units (para 1-9).

- o Adds information on provisions under AR 220-5 (para 1-9).

This revision, dated 6 November 2002--

- o Corrects the Summary of Change introduction dated 13 September 2002 to read, "This revision, dated 13 September 2002--," deleting the phrase, "is effective retroactive to 1 May 01."
- o Allows for conditional promotion to sergeant for soldiers who have not completed the required Noncommissioned Officers Education System course to be retroactive to 1 May 01 (para 1-27d).

This revision, dated 13 September 2002, is effective retroactive to 1 May 2001 and--

- o Changes title page history statement.
- o Changes supersession statement.
- o Requires graduation from the Primary Leadership Development Course or equivalent for promotion to sergeant (1-27b(1) subject to 1-27d(3)).
- o Provides that soldiers who fail to complete or who do not attend their scheduled Noncommissioned Officers Education System class will be administratively reduced (1-27c(2)).
- o Provides that soldiers who fail to attend scheduled Noncommissioned Officers Education System class will not be entitled to future conditional promotions (1-27c(3)).
- o Allows for conditional promotion to sergeant for soldiers who have not completed the required Noncommissioned Officers Education System course (1-27d).
- o Mandates that soldiers who have been conditionally promoted to sergeant and have not completed the required Noncommissioned Officers Education System course within the prescribed time be administratively reduced (1-27d(3)).
- o Allows for accelerated promotion to private E-2s for soldiers in military occupational specialties not having a Fast Track Program (2-3i(3)(c)).
- o Provides that soldiers who have met a cutoff score and have not attended Primary Leadership Development Course within 12 months of meeting the cutoff score will be removed from the promotion selection by name and recommended list (3-31b(22)).
- o Supersedes obsolete references (app A).

This revision, dated 2 October 2000--

- o Supersedes AR 600-8-19, 1 May 2000, and MILPER MESSAGE 00-238 DTG 141600ZAUG00.

- Revises paragraph 1-8c.
- Revises paragraph 1-8e(4) (c) by adding a sentence at the beginning.
- Revises paragraph 1-9c.
- Revises paragraph 2-2 by changing the title and removing the first sentence.
- Revises the title of chapter 2, section II.
- Revises paragraph 2-3.
- Rescinds paragraphs 2-4 and 2-5 and renumbers following chapter paragraphs.
- Rescinds table 2-1 and renumbers following chapter tables.
- Revises new paragraph 2-4, changing the first sentence.
- Revises new table 2-1 title and steps 6, 8, 9, and 12.
- Revises new paragraph 2-5d(2).
- Revises new paragraph 2-6.
- Revises new paragraph 2-8.
- Revises table 3-3, factor 3, criteria for staff sergeant and sergeant.
- Revises paragraph 2-13, adding subparagraphs g through j.
- Revises paragraph 3-18d.
- Revises paragraph 3-31b(13).
- Revises paragraph 3-31b, adding subparagraph (21).
- Revises 3-51, subparagraph s.
- Revises paragraph 3-53, regarding DD Form 214.
- Incorporates revised DA Form 3355 (Promotion Points Worksheet), DA Form 3356 (Board Member Appraisal Worksheet), and DA Form 3357 (Board Recommendation).
- Reduces Commanders Points from 200 to 150 and Board Points from 200 to 150.
- Contains new chapter on promotion of U.S. Army Marksmen.
- Reduces number of promotion points needed to obtain promotion list status (350 for promotion to sergeant and 450 for promotion to staff sergeant).
- Changes the removal policy for soldiers on the sergeant/staff sergeant recommended list.
- Changes the waiting period for promotion points to be effective from the first day of the third month following system input, to the first day of the second month following system input.
- Establishes criteria for conditional promotions to staff sergeant.

Effective 25 February 2005

Personnel—General

Enlisted Promotions and Reductions

By Order of the Secretary of the Army:

PETER J. SCHOOMAKER
*General, United States Army
Chief of Staff*

Official:



SANDRA R. RILEY
*Administrative Assistant to the
Secretary of the Army*

History. This publication is a rapid action revision. The portions of the text affected by this rapid action revision are listed in the summary of change.

Summary. This regulation prescribes policies and procedures governing promotion and reduction of Army enlisted personnel. This regulation includes policy statements, operating tasks, rules in support of operating tasks, and sequential steps of each operating task.

Applicability. This regulation applies to the Active Army, to U.S. Army Reserve enlisted soldiers who are serving on active duty and are counted against the end strength of the Active Army (sergeant/sergeant-major promotions), and to U.S. Army Reserve enlisted soldiers serving on initial active duty for training. It does not

apply to Army National Guard of the United States soldiers on full-time National Guard duty, to U.S. Army Reserve soldiers on active duty for training, on active duty for special work, or on a temporary tour of duty serving as a reservist on active duty, or to full-time National Guard duty soldiers on Active Guard Reserve status. It also does not apply to soldiers called to active duty for contingency operations under Section 12304, Title 10, U.S. Code. Upon mobilization, the proponent agency for this regulation will announce any changes to enlisted promotion and reduction policies and procedures.

Proponent and exception authority.

The proponent of this regulation is the Deputy Chief of Staff, G-1. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or a direct reporting unit or field operating agency of the proponent agency in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy

proponent. Refer to AR 25–30 for specific guidance.

Army management control process.

This regulation does not contain management control provisions.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Deputy Chief of Staff, G-1 (DAPE-MP), 300 Army Pentagon, Washington, DC 20310-0300.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to CG, Human Resources Command-Alexandria, ATTN: AHRC–MSP–E, Alexandria, VA 22332–0443.

Distribution. This publication is available in electronic media only and is intended for command levels A, B, C, D, and E for the Active Army, the Army National Guard of the United States, and the U.S. Army Reserve.

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Glossary

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Chapter 1

Introduction

Section I

Overview

1-1. Purpose

This regulation prescribes the enlisted promotions and reductions function of the military personnel system. It is linked to AR 600-8 series and provides principles of support, standards of service, policies, tasks, rules, and steps governing all work required in the field to support promotions and reductions. It provides the objectives of the Army's Enlisted Promotions System, which include filling authorized enlisted spaces with the best-qualified soldiers. It also provides for career progression and rank that is in line with potential, recognizing the best qualified soldier that will attract and retain the highest caliber soldier for a career in the Army. Additionally, it precludes promoting the soldier who is not productive or not best qualified, thus providing an equitable system for all soldiers.

1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Responsibilities

- a. *The Deputy Chief of Staff, G-1 (DCS, G-1).* The DCS, G-1, will—
 - (1) Serve as the Department of the Army (DA) policy proponent of the Army promotion and reduction system.
 - (2) Establish eligibility criteria other than those prescribed in this regulation.
 - (3) Exercise DA responsibility on all matters concerning promotions and reductions.
 - (4) Serve as the senior Army official on all matters concerning promotions and reductions.
- b. *The Judge Advocate General (TJAG).* TJAG will, upon request, review DA administrative changes to verify the legality of prescribed policies and changes.
- c. *The Commanding General, Human Resources Command, Alexandria (HRC-Alexandria).* CG, HRC-Alexandria, will conduct and supervise all enlisted personnel functions prescribed in this regulation.
- d. *The Commandant, Adjutant General School.* The Commandant, Adjutant General School, will be responsible for branch implementation of this regulation.

1-5. Manpower resources

Manpower Staffing Standards System (MS3) recognizes the promotion and reduction function as being the functional responsibility of the promotions workcenter of the promotion work center. Manpower officials will use the workload factors (obtained from MS3) to determine the manpower authorizations.

1-6. Levels of work

- a. *Most personnel work in the field is performed at three primary levels: unit, battalion, and installation (or some equivalent in the tactical force).* The focus of the guidance in this regulation is on those levels.
 - (1) Unit- and battalion-level work is straightforward as to where it is performed.
 - (2) Installation-level work is subdivided into workcenters. This regulation identifies the workcenter required to perform the work for manpower purposes.
- b. *This regulation will typically address the following levels of work:*
 - (1) *Soldiers.* Work beginning with input from a soldier.
 - (2) *Unit.* Work executed at unit level.
 - (3) *Battalion.* Work executed at battalion level.
 - (4) *Command and staff (C&S).* Work executed within the chain of command (other than battalion). The specific C&S workcenter covered by this regulation is plans and staff support (SS).
 - (5) *Personnel support (PS).* Work executed in a personnel support organization. The specific PS workcenters covered by this regulation are enlisted and flagged records (ENRC), Personnel Actions Branch, and in- and out-processing (IOPR).

Section II

Principles and Standards

1-7. Principles of support

The military personnel system will—

- a. Provide a centralized promotion selection process in peacetime for promotion to the grades of sergeant first class (SFC) and above.
- b. Provide a semi-centralized promotion selection process in peacetime for promotion to the grades of sergeant (SGT) and staff sergeant (SSG).
- c. Authorize commanders to promote soldiers to the grades of specialist (SPC) or corporal (CPL) and below.
- d. Retain Army-wide equity during hostilities as long as the supporting systems (that is, the centralized and semi-centralized processes) are practical and affordable.
- e. Support the Army's personnel life cycle function of professional development.

1–8. Standards of service

- a. The enlisted promotion system is—
 - (1) A wartime military personnel function.
 - (2) Resourced in the tables of organization and equipment (TOE) promotion work center.
 - (3) The functional responsibility of the Personnel Actions Workcenter (and its tactical counterpart).
- b. To support the semi-centralized promotion system, the promotion work center will—
 - (1) Compute scores monthly to support the initial selection process.
 - (2) Re-compute scores on request to support re-evaluations.
 - (3) Adjust scores when authorized.
 - (4) Remove soldiers from the recommended list when they fail to meet the prescribed standards.
- c. HRC-Alexandria will—
 - (1) Automatically promote soldiers to the grades of private E-2 (PV2), private first class (PFC), and SPC upon attainment of the required time in service (TIS) and time in grade (TIMIG) requirements established in this regulation. Unit commanders will take action to promote all other soldiers on an individual basis.
 - (2) Automatically remove from the promotion selection by-name/recommended list soldiers in the grade of SPC/CPL who have been on the list for over 12 months and have not been granted a conditional promotion to SGT or completed Primary Leadership Development Course (PLDC). Removal will be effective the first day of the 13th month following the date the soldier was placed on the promotion selection by-name list.
 - d. The promotion work center will support the centralized system by ensuring eligible enlisted soldiers are given an opportunity to review their military personnel records in the field in preparation for promotion selection boards.
 - e. Wartime standards, as directed by Headquarters, Department of the Army (HQDA) are as follows:
 - (1) The centralized and semi-centralized system will be discontinued on the battlefield. Decentralized promotions will be managed as a subfunction of enlisted strength management.
 - (2) Promotions will be based on position vacancies.
 - (3) Promotions will be executed, recorded, and reported by the promotion authority as soon as the battlefield situation permits.
 - (4) Promotion authority will be as follows:
 - (a) Major general in command for SFC and above.
 - (b) Lieutenant colonel in command for SGT and SSG.
 - (c) Unit commanders for SPC and below. Active Army soldiers and soldiers of the United States Army Reserve (USAR) and Army National Guard of the United States on active duty in the grades of private E-1 (PV1) through PFC will be considered for and promoted in accordance with this regulation.
 - (5) Strength managers will synchronize losses, personnel requisitions, replacement allocations, and promotion decisions.
 - (6) Promotion and reduction authority will be vested in the same official.

Section III Policy

1–9. Promotion authorities

- a. The CG, HRC-Alexandria, is the promotion authority to PV2 for soldiers who meet eligibility without waiver while in transit.
- b. Principal officials of HQDA or Department of Defense (DOD) organizations are considered commanders for promotion authority purposes.
- c. Company, troop, battery, and separate detachment commanders are authorized to promote soldiers to the grade of PV2, PFC, and SPC.
- d. Other promotion authorities are listed in chapters 2, 3, 4, and 5.
- e. Attached personnel may be promoted or recommended for promotion only with the concurrence of the parent unit.

f. The Chief of Staff of the Army (CSA) or his superiors may promote, without regard to TIMIG or TIS, a soldier who is otherwise qualified, one grade up to the grade of SPC.

g. Commanders of provisional units organized under the provisions of AR 220-5 have promotion authority as follows:

(1) Company, troop, battery, and separate detachment commanders of provisional units in the grade of first lieutenant (1LT) or above are authorized to promote soldiers who do not require a waiver to the grades of PV2, PFC, and SPC. (Authority to promote soldiers to PV2, PFC, and SPC who require waivers remains with the commander of the unit to which the soldiers are permanently assigned.)

(2) Battalion and brigade commanders of provisional units in the grade of lieutenant colonel (LTC) or above have promotion authority to the grades of SGT and SSG.

1-10. Nonpromotable status

Because HRC-Alexandria administers promotions to grades SFC/ sergeant major (SGM), commanders are responsible for notifying HRC-Alexandria (AHRC-MSP-E) when soldiers in those grades whose names appear on a recommended list are nonpromotable. When a soldier has been flagged under the provisions of AR 600-8-2, commanders must forward documentation, to include the initial DA Form 268 (Report to Suspend Favorable Personnel Actions (FLAG)), explaining the reason for the flagging action. When the flagging action is closed, the promotion work center will forward a copy of the final DA Form 268, the date the flag is closed, type of punishment received, date all punishment is completed (including all periods of suspension), and/or date that a memorandum of reprimand was approved for filing. For all other cases, the promotion work center will provide the soldier's name and a brief summary of circumstances that caused the soldier to become nonpromotable. All correspondence will be mailed to Commander (CDR), HRC-Alexandria, ATTN: AHRC-MSP-E, 200 Stovall Street, Alexandria, VA 22332-0443, and will include the soldier's sequence number, promotion military occupational specialty (PRMOS), and the date the soldier became nonpromotable. Soldiers (SPC-master sergeant) are nonpromotable to a higher grade when one of the following conditions exist:

- a. Conviction by court-martial during current enlistment.
- b. Absent without leave.
- c. In proceedings that may result in an administrative elimination.
- d. A written recommendation has been sent to the promotion authority to reclassify a soldier for inefficiency or disciplinary reasons. If the recommendation is approved, the soldier will be removed from the promotion list.
- e. Ineligible for reenlistment according to AR 601-280. In some cases, the soldier may regain promotable status the day he or she receives an approved waiver to reenlist.
- f. Soldier is without appropriate security clearance or favorable security investigation for promotion to the grade and military occupational specialty (MOS). Soldiers will regain promotable status the day they receive the appropriate level clearance. Soldiers who lose their required clearance for cause will be removed from the recommended list.
- g. Fail to qualify for reenlistment or extension of their current enlistment to meet the service remaining requirement for promotion to SSG. The promotion authority will remove the names from the recommended list.
- h. Pending a bar to reenlist.
- i. Voluntary retirement application has been approved.
- j. A written recommendation has been submitted to remove the soldier from a recommended list. Remove the soldier from the list effective the date the recommendation is approved.
- k. Punished under Article 15 of the Uniform Code of Military Justice (UCMJ), including suspended punishment, except any summarized proceedings imposed according to AR 27-10, paragraph 3-16, are excluded and will not result in nonpromotable status. The soldier will be promotable on the day of completion of the period of correctional custody, suspension, restriction, extra duty, and or suspended forfeiture of pay, whichever occurs later. For the purposes of determining nonpromotable status, periods of forfeiture of pay will be determined as follows:

- (1) Periods of forfeiture are to begin on the date Article 15 punishment is imposed.
- (2) For Article 15, forfeitures imposed by company grade commanders, 7 calendar days is the period of forfeiture. For example, punishment is imposed on 28 March 1998. The soldier is in a nonpromotable status from 28 March through 3 April and regains promotable status on 4 April.
- (3) For Article 15, forfeitures of 1 month by field grade commanders, 15 calendar days is the period of forfeiture.
- (4) For Article 15, forfeitures of 2 months imposed by field grade commanders, 45 calendar days is the period of forfeiture.

- l. Soldier is undergoing medical evaluation proceeding to determine ability to perform in recommended MOS.
- m. Flagged under the provisions of AR 600-8-2.
- (1) Failure to initiate DA Form 268 does not affect the soldier's nonpromotable status if a circumstance exists that requires imposition of a flag.
- (2) Soldiers are promoted in accordance with paragraph 1-11 below.
- n. When command-referred and enrolled in the Army Substance Abuse Program (ASAP). Soldiers (self-referrals

only) are eligible for promotion while enrolled in ASAP, provided otherwise qualified. A self-referral who is later command-referred to ASAP based on evidence not protected by the limited use policy becomes nonpromotable upon command referral to ASAP.

1–11. Delay of promotion due to suspension of favorable personnel actions for soldiers on a centralized promotion list

When a delay of promotion has occurred because of suspension of favorable personnel actions, the following rules apply once the final DA Form 268 has been prepared. The soldier's promotion status will be determined as follows:

a. If the flag is lifted with the disposition "Case is closed favorably," and he or she would have been promoted while the suspension of favorable personnel actions was in effect, provided otherwise qualified, he or she will be promoted. Effective date and date of rank (DOR) will be the date the soldier would otherwise have been promoted.

b. If the soldier's final report is closed "Disciplinary Action Taken," and he or she would have been promoted while the suspension of favorable personnel actions was in effect, provided otherwise qualified, he or she will be promoted unless action has been initiated to remove the soldier from the recommended list. Effective date and DOR will be the date following the removal of the suspension of personnel actions.

c. If the soldier's final report is closed "Other" (applies to the Army Weight Control Program, the Army Physical Fitness Test, and the ASAP) and he or she would have been promoted while suspension of favorable personnel actions was in effect, provided otherwise eligible, he or she will be promoted. Effective date and DOR will be the effective date of the removal of the suspension of favorable personnel action.

d. Effective date and DOR stated on a promotion instrument (orders or DA Form 4187 [Personnel Action]) will be the same. The effective date reflected on the promotion instrument will be the effective date used on the grade change (GRCH) transaction.

1–12. Precedence of relative rank

Among enlisted soldiers of the same grade of rank in active military service (to include retired enlisted soldiers on active duty) precedence or relative rank will be determined as follows:

a. According to DOR.

b. By length of active Federal service in the Army when DORs are the same.

c. By length of total active Federal service when a and b above are the same.

d. By date of birth when a, b, and c are the same. Older is more senior.

1–13. Date of rank and effective date

a. The DOR for promotion to a higher grade is the date specified in the promotion instrument or when no date is specified, is the date of the instrument of promotion.

b. The DOR in all other cases will be established as governed by appropriate regulation.

c. The DOR in a grade to which reduced for inefficiency or failure to complete a school course is the same as that previously held in that grade. If reduction is to a grade higher than that previously held, it is the date the soldier was eligible for promotion under the promotion criteria set forth for that grade under this regulation.

d. The DOR on reduction for all other reasons is the effective date of reduction. (See paragraph 7–13).

e. The DOR and effective date will be the same unless otherwise directed by this regulation. If the effective date is prior to the date of the promotion instrument in the case of—

(1) Soldiers being promoted to the grades of PV2 through SPC, a DA Form 4187 will be initiated by the appropriate soldier's commander to the next higher promotion authority requesting that the soldier be promoted with a retroactive date, explaining the specific reason for the delay in promotion. If the next higher promotion authority approves the request, he or she will so indicate by DA Form 4187–1–R (Personnel Action Form Addendum) and direct the soldier's promotion, indicating the correct effective date. The DA Form 4187 and approved DA Form 4187–1–R will be filed in the soldier's Military Personnel Records Jacket, U.S. Army (MPRJ).

(2) Soldiers being promoted to SGT and SSG, the promotions section will initiate a DA Form 4187 or memorandum to the promotion authority, explaining the specific reason for the delay. The DA Form 4187 or memorandum will be signed by the personnel detachment (PD) commander or officer in charge. Once the promotion authority approves the request, he or she will so indicate by DA Form 4187–1–R or memorandum to the promotions section. The promotions section will then publish the promotion order. The promotion order will cite, along with other applicable authority, DA Form 4187–1–R or the memorandum. File the DA Form 4187 or memorandum, approved DA Form 4187–1–R or memorandum, and promotion instrument in the MPRJ.

(3) Soldiers being promoted to the grades of SFC through SGM, an annotation will be entered in the DA controlled sequence roster, explaining the specific reason for the delay. CDR, HRC-Alexandria (AHRC–MSP–E) will publish the promotion order or amendment with the correct effective date.

f. For soldiers promoted to PV2 through SGM entitled to a promotion effective date which exceeds 6 months prior to the date of the promotion instrument, the following will be entered in the special instructions: Since the effective date of the promotion exceeds this instrument more than 6 months, DJMS will automatically pay up to 12 months of

backpay entitlements. Your next leave and earnings statement (LES) should reflect such payment. If you are due backpay in excess of 12 months, upon receipt of your LES that reflects backpay, provide your servicing Finance and Accounting Office (FAO) with a copy of the instrument. Your servicing FAO will initiate procedures under the provisions of the DOD financial management report (FMR), volume 7A, table 2–2, rule number 5, which will result in you receiving any additional back pay to which you are entitled.

g. This paragraph will not be used to promote soldiers retroactively due to errors discovered during computation, reevaluation, or administrative adjustment.

1–14. Computing time in grade and service

Compute TIMIG and TIS in accordance with applicable regulations. Basic active service date (BASD) is used to determine TIS.

1–15. Appointment to higher grades

Soldiers who were not appointed to higher grades to which entitled when they enlisted or reenlisted in the Active Army, will be reappointed to higher grades by the appropriate promotion authority. Governing directives are AR 601–210, or AR 601–280. This does not apply if a reduction in grade occurs after date of enlistment or reenlistment. The effective date reflected on the promotion instrument will be the effective date used on the “GRCH” transactions.

1–16. Security clearance requirements

The following security clearance requirements are a prerequisite for promotion:

a. Promotion to MSG and SGM requires a favorable National Agency Check, Local Agency Check, and Credit Check (NACLC) or a security clearance of secret or higher.

b. Promotion to SPC through SFC requires the clearance required by the promotion MOS or an interim clearance at the same level.

1–17. Erroneous promotions and de facto status

a. Instruments announcing erroneous promotions will be revoked. When a soldier has been erroneously promoted, and has received pay at the higher grade, a determination of de facto status may be made only to allow the soldier to keep any pay and allowances received at the higher grade.

b. De facto status may be granted by the promotion authority or higher commander after legal review by the servicing Staff Judge Advocate’s office. In determining whether a soldier is entitled to de facto status, a factual evaluation must be made to determine whether:

- (1) A DA Form 4187 or promotion order has been issued;
- (2) Soldier occupied the higher grade in good faith;
- (3) Soldier actually discharged the functions of the higher grade; and
- (4) There is no absolute statutory bar to his or her receipt of the pay at the higher grade.

c. De facto status for soldiers erroneously promoted to SFC, MSG, and SGM will be determined by HRC-Alexandria (AHRC–MSP–E). Promotions revoked due to voluntary actions such as a retirement and declination will not result in de facto. All requests for de facto status on a soldier erroneously promoted to the grades of SFC, master sergeant (MSG), and SGM must be reviewed by the soldier’s servicing Staff Judge Advocate’s office prior to being submitted to CDR, HRC-Alexandria (AHRC–MSP–E), for decision.

1–18. Students

a. Soldiers being trained in Army training centers and service schools may be promoted under the normal criteria of this regulation.

b. Soldiers assigned temporary duty (TDY) pending further orders or TDY en route to a new duty station who are being trained or retrained may be considered for promotion by their school or detachment commander. This will be after a reasonable period of evaluation (minimum of 30 days).

c. The soldier’s record of performance before and during the course must clearly show that he or she has the potential to perform at the next higher grade.

d. Criteria for qualification and selection in career progression military occupational skill (CPMOS) applies. However, soldiers will be evaluated and may be selected for promotion in the primary occupational specialty (PMOS) held before training or retraining. This also applies to prior-service accessions.

e. The Commandant, U.S. Military Academy Preparatory School (USMAPS) may promote PV1 and PV2 to PFC on the first day of formal training in the USMAPS.

1–19. Missing, detained, or captured soldiers

a. Enlisted soldiers eligible for promotion will not be deprived of promotion consideration while missing, captured, or detained. These soldiers will be promoted by HRC-Alexandria.

b. Enlisted soldiers who are missing in action, seized (especially during war), detained in a foreign country against

their will, captured, surrounded, or unable to escape due to hostile fire (Missing Persons Act) are eligible for consideration and promotion.

c. Field promotion authorities may only promote qualified soldiers prior to the date they are dropped from the rolls of their unit.

1–20. Promotion of critically ill soldiers

a. Soldiers on a current recommended list to SGT/SSG and PFCs eligible for promotion to SPC (recommended by their local commander) will be promoted to the recommended grade by the local medical facility commander.

b. Soldiers in grade SSG, SFC, or MSG who have been selected for promotion by a DA Promotion Selection Board will be promoted by HRC-Alexandria.

c. The following conditions must be met:

(1) Hospitalization is caused by disease or injury received in the line of duty.

(2) Terminal illness is verified by the medical facility commander. Estimated life expectancy must be 12 months or less.

d. The medical facility commander will send the following information to CDR, HRC-Alexandria, ATTN: AHRC–MSP–E, Alexandria, VA 22332–0443, for soldiers being promoted to SFC, MSG, and SGM:

(1) Name and social security number (SSN).

(2) Date of the list that contains the name of the soldier hospitalized.

(3) Date hospitalized.

(4) Life expectancy (estimated to be less than 12 months).

(5) Line of duty determination.

e. Other provisions of this regulation are waived to permit these promotions.

f. Notification must be made prior to soldier's death.

1–21. Former Temporary Disability Retired List personnel

a. *SGT and below.*

(1) Soldiers returning to active duty in grade SGT or below will be considered for promotion. Eligibility will be based on the DOR and service they would have had if they had not been placed on the temporary disability retired list (TDRL). Waivers for TIMIG and TIS, as granted by chapters 2 and 3 apply.

(2) If the local commander can establish that the soldier was on the recommended list before TDRL, and met a cutoff score while on TDRL, he or she will be promoted. The promotion will be accomplished within 30 days from the date of return to active duty.

(3) Effective date and DOR will be the date of current entry on active duty.

(4) If the soldier did not meet or exceed an announced promotion point cutoff score while on TDRL, he or she will be added to the assigned unit's recommended list.

(5) If the local commander cannot establish that the soldier held prior list status, the promotion authority will convene a selection board to consider the TDRL returnee. It will be held within 60 days of the soldier's assignment to his or her command. If the board recommends the soldier for promotion and the promotion authority approves the board's recommendation, he or she will be added to the unit's recommended list.

(6) Eligible soldiers in grade PV1 through PFC meeting the TIMIG and service requirements will be promoted or promoted as soon as possible. It will be within 30 days after return to active duty. Effective date and DOR will be the date of current entry on active duty.

b. *SSG and above.*

(1) A soldier will be referred to a Standby Advisory Board (STAB) for consideration if he or she returns to active duty from TDRL and had been in an announced zone of consideration for promotion while on TDRL. The soldier will be promoted to the higher grade if selected. The DOR will be the date they should have been promoted had he or she not been placed on TDRL. Consideration by a STAB will be based on the DOR held in the grade before TDRL.

(2) Soldiers returning to active duty from TDRL will be promoted with a DOR with their peers if they were previously selected for promotion by a DA Centralized Promotion Selection Board, and placed on TDRL before promotions were made through their sequence numbers.

(3) For soldiers whose sequence number has passed, their DOR will be that of his or her peers. The effective date of promotion will be the date of return to active duty.

(4) If the promotion is not declined, soldiers being promoted to SFC through SGM will incur a 2-year service requirement from the effective date of promotion.

(5) Soldiers whose sequence numbers have not been reached will be promoted with their peers.

(6) Commanders will advise CDR, HRC-Alexandria (AHRC–MSP–E), of soldiers who should have been promoted while on TDRL or meet the criteria for a STAB.

c. This paragraph applies only to soldiers who return to active duty on or before the date specified on the orders terminating TDRL status.

1-22. Posthumous promotions

a. The posthumous promotion will be effected on DD Form 1300 (Report of Casualty) when items 50 and 51 are completed on the casualty report message issued according to AR 600-8-1. Posthumous promotions will be accomplished by CDR, HRC-Alexandria (AHRC-PES), who will issue DA Form 3168 (Posthumous Certificate of Promotion) in the name of the soldier. Both the DD Form 1300 and DA Form 3168 will be furnished to the primary next of kin only.

b. Eligibility for posthumous promotion is as follows:

(1) Soldier must have been officially recommended for promotion before the date of death. Promotion to the grades SGT and SSG must have been recommended by a local selection board and for grades SFC, MSG, and SGM by a HQDA selection board.

(2) Soldier was unable to accept promotion because of death that:

(a) Was not due to misconduct.

(b) Did not occur while on unauthorized absence.

c. No person is entitled to additional benefits (such as additional pay and allowances) because of a posthumous promotion.

d. Recommendations for posthumous promotions are as follows:

(1) Initial casualty reports include appropriate information required by AR 600-8-1 indicating that the soldier had been recommended for promotion. This also applies to supplemental reports if information is unavailable at the time of preparation of the initial report.

(2) For promotions to SFC, MSG, and SGM, the date of the promotion list together with the promotion sequence number will be shown.

(3) For promotions to the grade SGT and SSG, the date the soldier was approved to be on the recommended list will be shown.

(4) For promotion to the grades of PV2 through SPC, the date shown will be that of the commander's recommendation.

1-23. Promotion ceremonies and certificates

a. Promotion ceremonies should be held on the effective date of promotion. Early promotion ceremonies may be held when the effective date of promotion is on a weekend or national holiday.

b. The promotion certificate is not the official instrument for promotion. The promotion order will be used as the source for grade, effective date, and DOR for all record and pay purposes.

c. A soldier who is reduced one or more grades will receive the appropriate certificate when again promoted.

d. Promotion certificates for soldiers promoted to SPC and above will be prepared by the unit or battalion S1 (BNS1) for signature by the SGT/SSG promotion authority. Any higher level commander may direct that signature authority be held at his or her level, but the certificate will still be prepared by the unit or BNS1.

1-24. Declination of promotion

a. A promotion is effective as of the date on the promotion instrument.

b. A soldier may submit a memorandum of declination any time after being recommended for promotion. If the soldier has been promoted, the declination memorandum will be sent through command channels to the promotion work center not later than 30 days after the effective date of promotion.

c. Those soldiers not promoted effective the date of the order or with a future effective date will send the letter of declination no later than 30 days after receipt of the promotion instrument or documented official verbal notice.

d. In the case of soldiers on a HQDA promotion list, the promotion work center will send the soldier's declination memorandum to CDR, HRC-Alexandria, ATTN: AHRC-MSP-E, Alexandria, VA 22332-0443, no later than 10 duty days after receipt. For soldiers on a semi-centralized promotion list, the promotion authority will forward the documentation to the promotions workcenter.

e. Soldiers selected for promotion by a HQDA selection board in a recommended military occupational specialty (RMOS) other than his or her PMOS (mandatory reclassification) may decline reclassification. However, declination of reclassification will terminate recommended list status and will be cause for revocation of the promotion instrument. Acceptance of promotion will be considered as acceptance of the RMOS as his or her PMOS.

f. Once the declination of promotion is received by the promotion authority, the declination is irrevocable. The effective date will be the date the soldier signed the declination of promotion.

g. Soldiers who decline promotion or request removal from the list will be removed from the recommended list they are on and will not be eligible for reinstatement.

h. Soldiers on a HQDA list who decline promotion will be considered by the next appropriate selection board, if

otherwise qualified. Soldiers on a semi-centralized recommended list may be recommended for promotion at any time after the last day of the month in which the soldier signed the declination of promotion.

1–25. Standard Installation/Division Personnel System/Enlisted Distribution and Assignment System transactions

Use appropriate electronic military personnel office (eMILPO) manuals or prescribed Enlisted Distribution and Assignment System instructions for all required transactions.

1–26. Counseling of soldiers not recommended for promotion

a. First-line leaders will counsel soldiers who are eligible for promotion to PV2 through SSG without a waiver (fully qualified) but not recommended in writing. Counseling will:

- (1) take place initially when the soldier attains eligibility, and
- (2) periodically (at least every 3 months) and
- (3) include information as to why the soldier was not recommended and what can be done to correct deficiencies or qualities that reflect a lack of promotion potential.

b. There are no requirements to counsel soldiers who are not recommended for promotion to SFC through SGM.

c. Comply with the requirements of paragraph 3–11 for soldiers competing for promotion to SGT/SSG.

1–27. Noncommissioned Officers Education System requirement for promotion and conditional promotion

a. Effective 1 October 1993, the Army linked Noncommissioned Officer Education System (NCOES) to promotion to SSG, SFC, and SGM. Linking the NCOES to promotion ensures noncommissioned officers (NCOs) possess the appropriate skills and knowledge required prior to assuming the duties and responsibilities of the next higher grade.

b. *NCOES requirements for promotion.* Soldier must be—

- (1) PLDC graduate or equivalent for promotion to SGT.
- (2) Basic Noncommissioned Officer Course (BNCOC) graduate for promotion to SSG.
- (3) Advanced Noncommissioned Officer Course (ANCOC) graduate for promotion to SFC.
- (4) United States Army Sergeant Major Course (USASMC) graduate for promotion to SGM.

c. *Conditional promotions.*

(1) Soldiers selected for promotion to SSG, SFC and SGM will be conditionally promoted. Conditional promotion to SGT requires promotion authority approval.

(2) Conditional promotion to SGT through SFC will be for a period not to exceed 12 months. Soldiers enrolled in their appropriate NCOES course at the end of the 12-month timeframe will be allowed to complete the training and retain their promoted grade upon graduation. Exceptions to extend soldiers beyond the 12-month limit must be submitted by the promotion authority to Commander, HRC-Alexandria (AHRC-MSP-E), 200 Stovall Street, Alexandria, VA 22332-0443.

(3) Soldiers who fail to successfully complete, fail to remain eligible to be scheduled for or attend, who are denied enrollment in, or who do not attend their scheduled NCOES class (through fault of the soldier) will be administratively reduced and/or removed from the promotion list. The effective date of administrative reduction is the date of the action that caused the soldier to be ineligible to retain the promotion. The DOR will be the previous DOR held at the reduced grade. These soldiers must re-compete for promotion.

(4) Soldiers who have been reduced or removed from the promotion list as a result of failure to meet the NCOES requirement are ineligible for a future conditional promotion to the same grade.

(5) For conditionally promoted soldiers the following statement will be entered on the promotion instrument: "Soldier has not met the NCOES requirement and is promoted conditionally. If the soldier fails to successfully complete, fails to remain eligible for, is denied enrollment in, or does not attend his/her scheduled NCOES class (through fault of the soldier), then the soldier will be administratively reduced and must re-compete for promotion. Soldiers promoted to SGT through SFC have 12 months to meet this requirement."

d. *Procedural guidance for conditional promotion to SGT.*

(1) Conditional promotions for soldiers who have met a cutoff score and are otherwise qualified, but have not completed PLDC, are authorized under any of the following conditions (when approved by the promotion authority):

- (a) When reflected on the unit Order of Merit List (OML) for PLDC attendance.
- (b) When operationally deployed (deployment does not include National Training Center (NTC) or Joint Readiness Training Center (JRTC)).

(c) When on a temporary profile that prohibits PLDC attendance. The promotion authority must submit a copy of DA Form 3349 or equivalent document (Physical Profile) with the conditional promotion approval.

(2) Processing approvals for conditional promotion.

(a) The promotion authority approves (on a memorandum or DA Form 4187) conditional promotion to sergeant. Promotion authority will state on the approval that the soldier is otherwise fully eligible and will attend PLDC within

12 months from the effective date of conditional promotion or prior to expiration term of service (ETS), whichever occurs first. Approvals must be forwarded to the local promotion work center or military personnel division (MPD) for processing and publication of promotion orders.

(b) The local promotion work center commander or equivalent is the verifying authority for conditional promotions to SGT (he or she may delegate this authority to a SFC or above). The date of rank and effective date will be the date the soldier was placed on the Monthly SGT/SSG Promotion Selection By-Name List. However, when a conditional promotion approval is received after the promotion date indicated on the By-Name listing, the date of rank and effective date will be the first day of the month following approval. EXAMPLE: A soldier is reflected on the Monthly SGT/SSG Promotion Selection By-Name List for 1 May 01; however, the soldier has not completed PLDC and is not approved for conditional promotion until 2 May 01. The date of rank and effective date of promotion would be 1 Jun 01.

(3) The promotion work center will provide the promotion authority a monthly by-name roster of projected administrative reductions 90 days prior to the effective date.

e. *PLDC completion.* Conditionally promoted soldiers in grade of SGT who are contractually obligated to a troop program unit within the Army Reserve or Army National Guard and have not attended PLDC at REFRAD (through no fault of the soldier), will transition into the Army Reserve or Army National Guard (ARNG) as a SGT. The Army Reserve or ARNG will ensure the soldier is scheduled for and completes PLDC.

1–28. Suspension of favorable personnel action

Suspension of favorable personnel actions will be initiated on soldiers who are not in good standing as prescribed in AR 600–8–2. Field commanders are responsible for initiating FLAG for command initiated removals from a HQDA list. HRC-Alexandria (AHRC–MSP–E) will prepare a DA Form 268 for HQDA initiated removals, when the decision is made to refer a case to the STAB. Failure to initiate a suspension of favorable personnel action, however, does not invalidate referral of the action to the STAB or subsequent actions relating to the recommendation of removal.

1–29. Pay Inquiries

For pay inquiries concerning promotion issues follow current FAO procedures.

Chapter 2 Decentralized Promotions

Section I Managing Decentralized Promotions

2–1. Overview

This chapter governs the decentralized promotion system for promotions to SPC and below.

2–2. General

- a. Soldiers must be in a promotable status on the effective date of promotion.
- b. The promotion authority or a higher headquarters may determine a soldier's eligibility to be promoted with a retroactive DOR when the soldier's promotion was delayed due to administrative error. Percentage limitations outlined in this chapter apply retroactively.
- c. Commanders may promote soldiers with a waiver provided they have promotion capability within the percentage waiver restriction as outlined in paragraph 2–5.
- d. BASD will be used to determine TIS.
- e. Soldiers will only be promoted in their PMOS or CPMOS.
- f. The promotion work center will conduct a monthly audit of 10 percent of units serviced to ensure waiver ceilings are correctly computed and executed. Audit schedule will ensure each promotion authority is reviewed at least once annually.
- g. The promotion work center will provide immediate training to promotion authorities who misapply waiver rules. The promotion work center will report all incidents or misapplications to the promotion authority's next higher personnel manager and to the chief personnel manager for the installation or theater.
- h. Authority for promotion under the Army Civilian Acquired Skills Program (ACASP) is AR 601–210.

Section II

Task: Process Enlisted Promotions to PV2, PFC, and SPC

2-3. Rules for promoting enlisted soldiers to PV2

a. The Enlisted Advancement Report is the official instrument used by commanders to recommend soldiers for promotion to SPC and below. When the commander denies promotion, he or she may promote the soldier on the next Enlisted Advancement Report provided the soldier is otherwise qualified.

b. Promotions to PV2, PFC, and SPC will be made automatically by the Total Army Personnel database (TAPDB) for posting to the SIDPERS personnel file and the master military pay file. ARNG and USAR soldiers on initial active duty for training will not be promoted to SPC unless concurrence is obtained from the soldier's reserve component unit.

c. Eligibility criteria for automatic promotion to PV2, PFC, and SPC will be as follows:

- (1) For promotion to PV2 the requirement is 6 months TIS.
- (2) For promotion to PFC the requirements are 12 months TIS and 4 months TIMIG.
- (3) For promotion to SPC the requirements are 24 months TIS and 6 months TIMIG.
- (4) Soldiers must not be flagged or barred from reenlistment.
- (5) Any soldier reduced must be fully qualified (without waiver) for promotion to the next higher grade.

d. If a unit commander elects not to recommend a soldier for promotion on the automatic promotion date, then a DA Form 4187 denying the promotion will be submitted not later than the 20th day of the month preceding the month of automatic promotion.

e. DA Form 4187 will not be prepared for soldiers who are automatically promoted.

f. The DA Form 4187 denying the promotion (in lieu of DA Form 268, Suspension of Favorable Personnel Actions) will be used by the BNS1 to initiate a Flag transaction using code PA as the initial and reason code and input the transaction into eMILPO. This will stop an automatic promotion. The Flag must be closed using Flag code PE not later than the second working day following the date the soldier would have been automatically promoted.

g. Soldiers flagged or barred from reenlistment at the required time for automatic promotion and later recommended, require a DA Form 4187 and a GRCH transaction to be promoted.

h. Soldiers promoted prior to or after the automatic promotion date require a DA Form 4187 and submission of a GRCH transaction to be promoted.

- (1) Prepare DA Form 4187 prior to the soldier's eligibility date to ensure entitlements are received on time.
- (2) Effective date and DOR are the same unless stated otherwise in this regulation. For soldiers promoted late use procedures in paragraph 1-13 of this regulation.

(3) BNS1 or the unit commander signs all DA Form 4187 executing promotions to PV2, PFC, and SPC. The battalion commander or the executive officer signs the DA Form 4187 in the absence of the BNS1.

i. Specific exceptions to the eligibility criteria are as follows:

(1) Promotions authorized by enlistment contract under the provisions of AR 601-210 of the Army Civilian Acquired Skill and Stripes for Education Programs and comparable ARNG programs for initial entry training (IET) soldiers.

(2) Soldiers holding or training for PMOS in career management field (CMF) 18 or ranger school graduates with at least 12 months TIS may be promoted to SPC without regard to TIS and TIMIG waiver ceilings provided otherwise qualified.

(3) Training promotions may be made as follows:

(a) For soldiers in MOS 19D, and 19K IET, commanders may promote up to 10 percent of each 19D and 19K class upon completion of basic combat training (BCT) portion of one station unit training (OSUT) to PV2 and an equal number to PFC upon graduation from the MOS producing course.

(b) For soldiers in IET for MOS's not having a fast track program, commanders may advance up to 3 percent of the PV1 population of each BCT/OSUT company to PV2 without regard to the TIS requirement.

(c) For soldiers in advanced individual training (AIT), commanders may advance up to 3 percent of the PV1 population of each AIT company to the grade of PV2 without regard to time in service requirements.

(4) Waivers for TIS and TIMIG:

- (a) Promotion to PV2 may be waived at 4 months TIS.
- (b) Promotions to PFC may be waived at 6 months TIS and 2 months TIMIG
- (c) Promotions to SPC may be waived at 18 months TIS and 3 months TIMIG.

j. Disposition of DA Form 4187.

(1) Each DA Form 4187 will be annotated by name on unit transmittal memorandum (UTM) and forwarded to the promotion work center by UTM with the unit advancement report.

(2) File a copy in the BNS1 files along with a copy of the unit advancement report.

(3) File a copy in the local file.

(4) Upon promotion to SGT, return all copies of DA Form 4187 pertaining to promotion to the soldier. Forward a copy of promotion order to the official military personnel file (OMPF).

2-4. Steps for promoting enlisted soldiers to PV2, PFC, and SPC

The steps for promoting enlisted soldiers to PV2, PFC, and SPC are contained in table 2-1.

| STEP | WORKCENTER | REQUIRED ACTION |
|------|-------------|--|
| 1 | BNS1 | Receive enlisted advancement report from personnel automation section (PAS) or prints. Note discrepancies. Annotate report. |
| 2 | | Screen unit advancement report for additions, deletions, grade discrepancies or blank data. Coordinate with promotion work center to obtain missing data. Annotates report. |
| 3 | ENRC | Upon request, provide information on DOR to BNS1 section and submit DOR transaction. |
| 4 | | Upon request, provide information on BASD to BNS1 section. Notify FAO by transmittal letter. FAO submits BASD transactions. |
| 5 | BNS1 | Compute waiver allocations in accordance with this regulation. |
| 6 | | Forward the unit advancement report to the unit commander. |
| 7 | UNIT/BN CDR | Receive reports from BNS1 section. |
| 8 | | Select eligible soldiers by annotating the report YES for select or NO for denial of promotion. Prepare DA Form 4187 for those denied promotion on automatic promotion date, promoted with waiver, or promoted after the automatic promotion date. |
| 9 | BNS1 | Receive report back from the commander with selection denials for promotion to PV2, PFC, and SPC. |
| 10 | | Prepares all DA Forms 4187 in accordance with this regulation, for BNS1 signature. Prepare SPC certificates for the battalion commander's signature. |
| 11 | BNS1 | Signs DA Forms 4187. |
| 12 | | Input appropriate eMILPO transactions for soldiers denied automatic promotion not later than the 20th of the month. Monitor all transactions. |
| 13 | | Sends promotion certificates to the battalion commander for signature. |
| 14 | UNIT | Receives DA Form 4187 and promotion certificates. |
| 15 | | Conducts promotion ceremony. |
| 16 | BNS1 | Forward one copy of the DA Form 4187 and Enlisted Advancement Report to the ENRC by UTM |
| 17 | | File copy of the report and all DA Forms 4187 in BNS1 functional promotion files. |
| 18 | ENRC | Post Enlisted Records Brief (ERB) and file DA Form 4187. |

Section III

Task: Compute Waiver Allocations

2-5. Rules for computing waiver allocations (SPC and below)

a. Calculations for PV2 and PFC are based on assigned strength and SPC are based on the authorized current strength document. Add and subtract arrivals or departures, correct any grade discrepancies and obtain blank/missing data prior to doing computations. Criteria used for calculation of computations will be as of the date the Enlisted Advancement Report is printed in the month preceding the promotion month. Waivers will be used only on the first day of the promotion month.

b. When computing SPC waiver allocations, use CPL and SPC authorized strength only. Replacement units and transition units will not use soldiers transitioning between units or out of the Army when computing waivers.

c. Battalion S1 section calculates waiver allocations by company for PV2 and PFC.

d. SPC will be consolidated and calculated at battalion-level.

(1) Battalion commander will realign total allocations within battalion as he or she sees fit (promotion to SPC only).

(2) The battalion commander must sign the Enlisted Advancement Report as the reviewing authority for soldiers who are recommended for promotion to SPC with waiver(s).

(3) Companies/detachments and separate companies/detachments who are supported by a battalion will participate in the battalion roll-up. Separate companies that act as a parent unit and do not report to a battalion-level unit will compute their waiver allocations separately.

(4) Battalion roll-ups and separate companies may promote to the SPC waiver percentage established and announced by HQDA.

(5) Commanders of SPC waiver computing battalions/separate companies/detachments with less than 10 current SPC/CPL authorizations (positions) and no soldier serving in the waiver zone (less than 24 months TIS) may promote one soldier to SPC with waiver. These units are not authorized a SPC waiver promotion if the unit has an SPC/CPL serving in the waiver zone.

e. Total number of assigned PV2 with less than 6 months TIS cannot exceed 20 percent of the total PV2 population.

f. Total number of assigned PFCs with less than 12 months TIS cannot exceed 20 percent of the total PFC population.

g. Total number of assigned SPCs and CPLs with less than 24 months TIS cannot exceed the SPCs waiver percentage established by HQDA. The SPCs waiver percentage will be published in the monthly cutoff scores and enlisted promotion issues memorandum.

h. When computing waivers exclude the following:

(1) CMF 18 soldiers, Ranger School graduates, ACASP, and Stripes for Education Program when determining the number of waiver allocations to SPC. These soldiers are not included in calculating waivers during the month of promotion or any subsequent month.

(2) Assigned reserve soldiers who are not counted in the Army's end strength.

2-6. Steps for computing waiver allocations (SPC or CPL and below)

The steps for computing waiver allocations (SPC or CPL and below) are contained in table 2-2.

Table 2-2

Computing waiver allocations

| STEP | WORKCENTER | REQUIRED ACTION | PV2 | PFC | SPC/CPL |
|------|------------|---|------|------|--------------------|
| 1 | BNS1 | Total number of soldiers assigned for PV2/PFC and authorized strength for SPC. | | | |
| 2 | | Multiply step 1 by total allowable with waivers or as announced by HQDA | X.20 | X.20 | X. HQDA percentage |
| 3 | | Total allowable with waiver. Use whole numbers only. Drop fractions, do not round up. | | | |
| 4 | | Number of soldiers already assigned with less than the required TIS minus exceptions in paragraph 2-5h. | | | |
| 5 | | Subtract row 4 from row 3 for total waivers authorized. | | | |
| 6 | | Follow steps 3 through 11 of table 2-1 for continuing process. | | | |

Section IV

Task: Correcting Erroneous Promotions (SPC and below)

2-7. Rules for correcting erroneous promotions (SPC and below)

a. The commander who issued the DA Form 4187 (or the current commander) may revoke an erroneous promotion and make a determination of de facto status (see paragraph 1-17).

b. A soldier promoted in error who became eligible for promotion before the determination of error was discovered will retain the promotion. DA Form 4187 will be initiated to adjust DOR.

2-8. Steps for correcting erroneous promotions (SPC and below)

The steps for correcting erroneous promotions (SPC and below) are contained in table 2-3.

Table 2–3
Correcting erroneous promotions (SPC and below)

| STEP | WORKCENTER | REQUIRED ACTION |
|------|------------------------------|--|
| 1 | UNIT/BN CDR | Commander determines that soldier was erroneously promoted. |
| 2 | | Determine whether soldier had de facto status. |
| 3 | | Request BNS1 prepare DA Form 4187 or proper notification as applicable to either revoke promotion and grant de facto status or adjust DOR. |
| 4 | BNS1 | Prepare DA Form 4187 for signature. |
| 5 | | Sign DA Form 4187 revoking promotion and granting de facto status or adjusting DOR if applicable. |
| 6 | | Submit GRCH transaction. Monitor SIDPERS transactions. |
| 7 | | Update BNS1 file. |
| 8 | | Forward DA Form 4187 to the Enlisted Records Workcenter and Finance by UTM. |
| 9 | Promotions Workcenter (PROM) | Receive DA Form 4187 from BNS1. |
| 10 | ENRC | File DA Form 4187. |

Chapter 3

Semi-centralized Promotions (SGT and SSG)

Section I

Managing Semi-centralized Promotions

3–1. Promotion system

- a. This chapter governs the SGT and SSG promotion system.
- b. Field grade commanders in units authorized a commander in the grade of LTC or higher have promotion authority to the grades of SGT and SSG; however, the Promotions Workcenter maintains the recommended list and issues the orders.
- c. Promotion to SGT and SSG are executed in a semi-centralized manner.
 - (1) Field operations. Board appearance, promotion point calculation, promotion list maintenance, and the final execution of the promotions occur in the field in a decentralized manner.
 - (2) HQDA operations. Promotion cutoff scores and the monthly SGT/SSG promotion selection by-name list are determined and announced monthly.
- d. HQDA will determine the needs of the Army by grade and MOS.
- e. A soldier's total points are forwarded through the appropriate database, as determined by HRC-Alexandria, to TAPDB. These points are consolidated into an Army-wide listing of eligible soldiers by MOS maintained in the TAPDB. A determination is then made for each MOS as to what promotion point cutoff score would promote the desired number of soldiers to meet the needs of the Army in a specific month. These decisions are based primarily upon budget constraints and individual MOS requirements.
- f. The importance of accuracy and timeliness in submission of data to the database cannot be overemphasized. Only visible scores will be considered.
- g. By using the standard promotion scoring forms, with predetermined promotion point factors, soldiers in pay grades SPC/CPL and SGT generally can measure how well they qualify for promotion. They can set precise goals with a self-improvement training program to increase their potential for promotion.
- h. The semi-centralized promotion system depends on the sequential execution of the key events listed in this chapter. Untimely action in the field leads to inaccurate promotion decisions.
- i. If the promotion authority is a general officer he or she may delegate, in writing, his or her promotion authority to the deputy commander or the senior personnel manager. The person to whom the promotion authority is delegated must be a field grade officer, filling an LTC or higher coded position.

3–2. Key events and work scheduling

The events listed below make up a complete semi-centralized promotion cycle.

- a. *Key events.*
 - (1) *Board month minus one.*
 - (a) BNS1 prepares Unit Enlisted Promotion Report, forwards to the unit commander to select soldiers for board appearance to SGT/SSG, then returns report to the BNS1.